

MEDICAL OFFICE REGULATION

No. 1-1

26 September 1951

ORGANIZATION AND FUNCTIONS

1. The organization and functions of the Medical Office presented herewith are established as a governing directive for the Medical Office.
2. Each Division Chief:
  - a. Is responsible for, and has the authority to carry out, the functions specified for him in this publication. Except when prohibited from so doing, he may delegate to competent members of his staff appropriate portions of his responsibilities together with proportionate authority for their fulfillment, but such action will not relieve him of direct over-all responsibility for results.
  - b. Shall coordinate his activities with other Division Chiefs to the extent necessary for fulfillment of the over-all Medical Office objectives but will in no instance assume responsibilities and functions assigned elsewhere.
  - c. Will establish internal policies and procedures for the operation of his Division in consonance with this and Agency Regulations.

JOHN R. TIETJEN, M. D.  
Chief, Medical Staff

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MEDICAL OFFICE REGULATION

No. 1-2

26 September 1951

ORGANIZATION OF THE  
MEDICAL OFFICE

OFFICE OF THE  
CHIEF

TECHNICAL  
SERVICES  
DIVISION

PROGRAM  
COORDINATION  
DIVISION

ADMINISTRATIVE  
SUPPORT  
DIVISION

SPECIAL  
SUPPORT  
DIVISION

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OFFICE OF THE CHIEF

Chief, Medical Staff  
Deputy Chief  
Assistant to Chief  
Secretary Steno

I. FUNCTIONS:

Chief/MS

1. Serves as top advisor to Director and key Agency officials.
2. Develops and establishes broad over-all technical medical policy and standards for the Agency within the framework of applicable laws and Executive orders.
3. Directs over-all foreign and domestic medical program.

Deputy Chief/MS

1. Under the general policy direction of the Chief/MS, serves as full-time Deputy assuming responsibility as may be delegated by Chief/MS.
2. Serves as Chief/MS in his absence.
3. Directly supervises activities of the Chief/Program Coordination Division and Covert Liaison Medical Officer, Special Support Division.

Spec. Ass't. to Chief

1. Assumes duties and responsibilities as may be directed by Chief/MS.
2. Has authority of Chief/MS when working on assigned duties.

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TECHNICAL SERVICES DIVISION

Chief  
Psychiatrist  
Clerk Steno  
Nurse  
Nurse  
Nurse  
Nurse  
Nurse  
Chief Medical Technician  
Medical Tech (Laboratory)  
Medical Tech (X-Ray)  
Medical Tech (General)  
Medical Tech (Immunization)  
Physical Requirements Officer  
Asst. Phys. Req. Officer  
Sec Steno  
Sec Steno  
Clerk Steno  
Medical Officer (Covert)  
Medical Tech (Covert)  
Clerk Steno

The Chief, Technical Services Division shall:

1. Conduct a Preventive Medicine Program.
2. Provide medical care for military personnel and dependents.
3. Represent the Employee's Compensation Bureau for treatment purposes within the limits of available facilities.
4. Provide necessary physical examinations and immunizations for Agency personnel.
5. Establish and maintain a Medical Consultant Program as provided under E-MS-40-51 (Medical Office Project) as amended.

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MEDICAL OFFICE REGULATION

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PROGRAM COORDINATION DIVISION

Chief  
Medical Officer  
Medical Officer  
Medical Officer  
Medical Officer  
Medical Officer  
Sec Steno  
Physical Standards Off.  
Training Officer  
Training Nurse  
Clerk Steno

The Chief, Program Coordination Division shall:

1. Be responsible for all training requirements of the Medical Office.
2. Be responsible for the coordination of the Medical Office Inter-Agency liaison.
3. Establish and maintain a research program.
4. Direct the Medical aspects of emergency planning.
5. Establish and maintain a Medical library.
6. Maintain current Standards and Requirements.

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MEDICAL OFFICE REGULATION

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ADMINISTRATIVE SUPPORT DIVISION

Chief  
Admin. Asst. (Personnel)  
Chief Supply Officer  
Sec. Steno  
Clerk Steno  
Clerk Typist  
Clerk Receptionist  
Space & Maintenance Off.  
Sec. Steno

The Chief, Administrative Support Division shall:

1. Represent the Medical Office and provide support for its component Divisions in regard to the following services:
  - a. Budget
  - b. Space
  - c. Supply
  - d. Personnel
  - e. Records
2. Act as Executive Officer for the Medical Office.
3. Be responsible for all security aspects of the Medical Office.

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SPECIAL SUPPORT DIVISION

Chief  
Medical Officer/Covert Liaison  
Administrative Asst.  
Medical Tech (Admin)  
Sec Steno  
Medical Tech (Supply)  
Medical Tech (Eq. Instal)  
Clerk Steno

The Chief, Special Support Division shall:

1. Establish, maintain and supervise the Medical Support for operations.

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MEDICAL OFFICE REGULATION

No. 2-1

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PERSONNEL POLICIES

A. General

- (1) It is the policy of the Medical Office to develop and maintain a high level of efficiency and morale in all personnel attached to this office. The Chief of each Division will take such steps as may be necessary to assure that this policy is made effective.
- (2) There is established a Personnel Policy Board consisting of the following:

Chief, PCD - Chairman

Chief, ASD - Member

This board will maintain the Career Management Program for the Medical Office.

- (3) All personnel of the Medical Office are directly responsible to their respective Division Chiefs.

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MEDICAL OFFICE REGULATIONS

No. 2-2

PERSONNEL POLICIES

A. Personnel Actions

- (1) In order to facilitate the functioning of the Career Management Program a centralized authority is established. This is the Personnel Policy Board.
- (2) Departmental
  - (a) All personnel actions involving promotion, demotion, transfers, and separations will originate by memorandum with the Division Chief concerned and with their endorsement, be sent to the Personnel Policy Board for review and action.

Non-Departmental

- (a) Medical personnel attached to OPC, OO, OSO, or TRD projects will follow the procedures established by the project concerned. The Special Support Division is delegated the responsibility for maintaining the Medical Office overseas rotation policy and the assignment of overseas personnel.

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MEDICAL OFFICE REGULATIONS

No. 2-3

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PERSONNEL POLICIES

A. Leave

- (1) All leave requests will originate with the individual concerned and if approved by the Division Chief will be forwarded to the Administrative Support Division for entry on the individual's personnel record.
- (2) Division Chiefs are delegated the authority to approve or disapprove leave requests. It is the responsibility of the Division Chief approving leave to effect proper substitution in order that the Divisional work-load may be adequately handled.
- (3) All leave requests of Division Chiefs will be approved by the Chief, Medical Staff.
- (4) Employees will be granted leave in accordance with current Agency regulations.

B. Overtime

- (1) Work assignments in excess of the normal work week (40 hours) will be made by the Division Chief concerned. Such assignment will be reported to the Time and Attendance Clerk.
- (2) Overtime will be receipted by the personnel performing same, prior to 1:00 P.M. on the Monday following a pay period, otherwise it will be assumed that a normal work week was accomplished.
- (3) Division Chiefs are responsible for the proper functioning of their respective Divisions on Saturday. It is the policy of the Medical Office to maintain sufficient personnel on Saturdays to insure the operation of each Division

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PERSONNEL POLICIES

C. Stand-by Duty

- (1) Medical Officers and emergency personnel will be assigned stand-by duty on a weekly basis (Monday through Sunday).
- (2) Stand-by personnel will keep the CIA operator informed of their whereabouts at all times during their period of duty.
- (3) Substitutions for regularly assigned stand-by duty will be reported to the Chief, ASD by informal memorandum.
- (4) All overtime, necessitated by stand-by duty, will be reported to the Time and Attendance Clerk on the next normal working day.

D. Special Duty

- (1) All Medical Personnel are liable for special duty as may be assigned or approved by the Chief, Medical Staff.

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MEDICAL OFFICE REGULATION

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SUPPLY POLICIES

A. General

- (1) It is the policy of the Medical Office to develop and maintain a sound efficient supply program for the support of Agency requirements.
- (2) A Supply Branch is established in the Administrative Support Division to maintain the administrative aspects of supply. The head of the Supply Branch is designated the Chief of Supply.

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MEDICAL OFFICE REGULATION

No. 3-2

26 September 1951

SUPPLY POLICIES

A. Procurement Procedures - Departmental - Medical Office.

- (1) Divisions requiring items of supply will originate memorandum requests for such items and forward same to the Administrative Support Division. Specific justification is necessary if the item(s) is not in the Standard Medical Supply Catalog.
- (2) The Chief of Supply will originate procurement requests and notify the Division concerned of the approximate delivery date.

B. Procurement Procedures - Non-Medical Office

- (1) Medical Supplies and Equipment required by Offices or Projects other than the Medical Office (i.e., OPC, OSO, TRD, WTC, etc.) must be approved by the Medical Office.
- (2) Division Chiefs are delegated the authority to approve medical items in paragraph (1) above except:
  - (a) Group of items exceeding \$5,000.
  - (b) Individual item exceeding \$1,000.
  - (c) Unusual or doubtful items.

(These exceptions must be approved by the Deputy Chief, Medical Staff.)

- (3) All Medical Installations (i.e., Health Rooms, Dispensaries, Hospitals, etc.) whether domestic or foreign will be approved by the Chief, Medical Staff.

C. Procurement Procedures - General

- (1) All requisitions for medical items will be routed through the Administrative Support Division.

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MEDICAL OFFICE REGULATIONS

No. 3-3

26 September 1951

Supply Policies

A. Responsibilities of the Supply Branch

(1) Standards and Sources

- a. Maintain literature on new drugs, equipment, and supplies for Medical Officers reference.
- b. Maintain standards for all medical equipment, and supplies.
  1. Rigid inspection of all delivered materials.
  2. Establish control system for replacement of drugs and supplies with potency periods to avoid waste by over-purchasing.
- c. Make recommendations for any packaging or shipping problem of medical supplies.
- d. Develop standard items of supply and equipment.
- e. Advise SSD on special supply problems.

(2) Procurement

- a. Maintain liaison with the Procurement Office
- b. Originate all procurement requests for departmental needs.
- c. Analyze all procurement requests regardless of originating office or project to see that Medical Office standards are kept.
- d. Procure materials in bulk for redistribution in special medical kits.
- e. Maintain liaison with drug and supply houses as approved by C.I.A.
- f. Arrange for repair of special equipment of the Medical Office.

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(3) Stock Control

- a. Maintain current inventory of all medical items, and records containing an accounting of amount and location of all Medical Office property.
- b. Establish and maintain stock levels of all Medical Office supplies - at Agency storehouses and all C.I.A. medical facilities in the Washington area.
- c. Maintains, receipts for, and issues all medical supplies and equipment.
- d. Maintain records of all Agency equipment assigned to the Medical Office.
- e. Responsible for narcotic accounting.

(4) General Responsibilities

- a. Will effect quarterly inventory of all departmental medical equipment.
- b. Will effect annual inventory of all departmental medical supplies and equipment.
- c. Keeps, Chief, Administrative Support Division informed of all supply developments.

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CERTIFICATE OF  
REGISTRATION

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